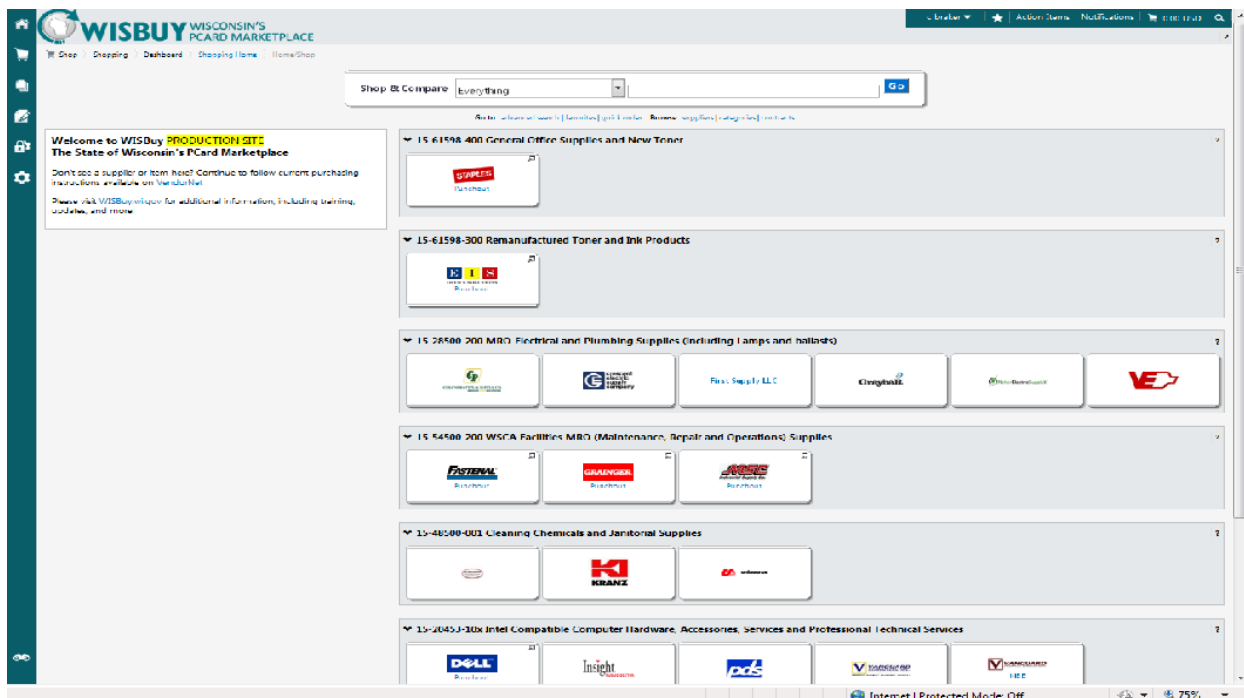


## Navigation 101

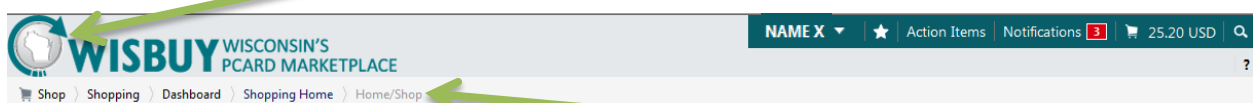
**Step 1:** The WISBuy screen is separated into two major workspaces. The information and capabilities provided on the top navigation panel remains visible throughout your session.



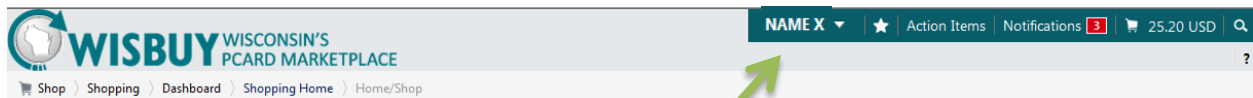
**Step 2:** The lower workspace varies depending on the task being performed.



**Step 3:** Upon login into WISBuy, users will arrive on the home/shop tab.

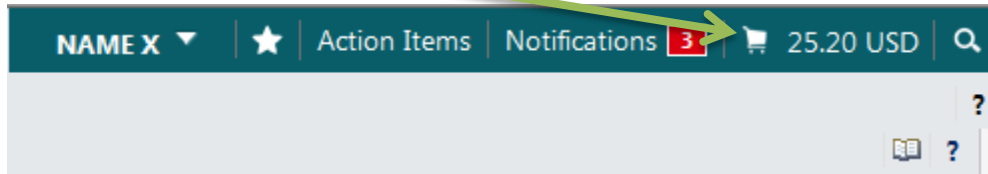


**Step 4:** In the upper left corner of the top panel is the WISBuy logo. Directly below the logo is the heading for the current tab selected in the lower panel.

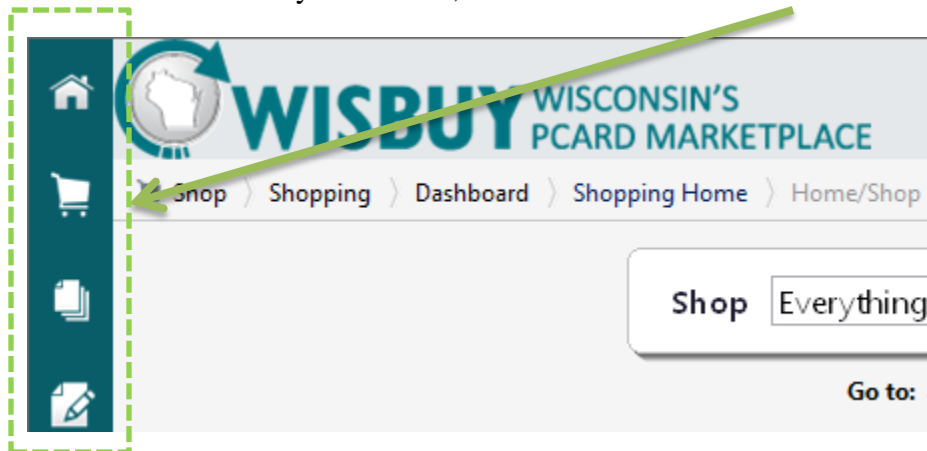


**Step 5:** In the upper right corner of the top panel is your user name, favorite's shortcut, action items, notifications, the shopping cart with the current balance and a search icon (magnifying glass). When a new cart is created, it is identified by the cart number (i.e. 1072831), the number

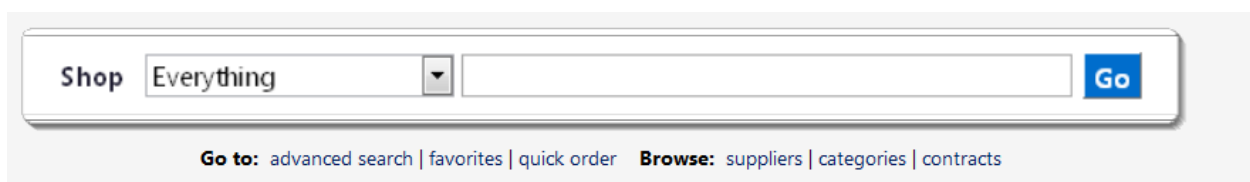
of items added to the cart, and the total cost. If one or more items have been added to the cart, the cart will be bolded.



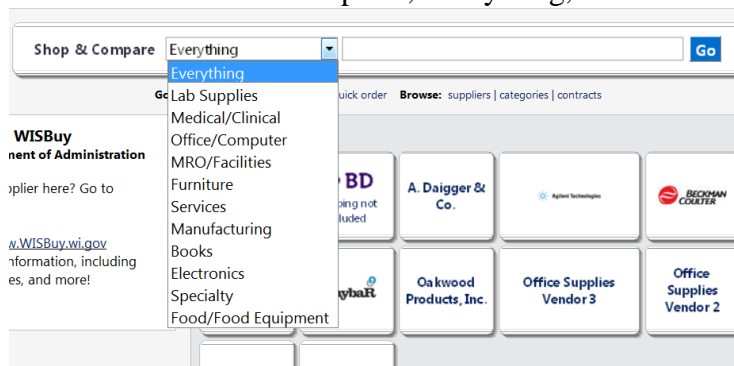
**Step 6:** Navigation through the application is accomplished by hovering over the icons/tabs and then selecting any sub tabs. The navigation tabs are located along the left side panel. To see more information about any of the tabs, hover over the tab to see all available sub tabs.



**Step 7:** The primary function of the Shop at the top bar is shopping, and provides quick access to all shopping methods including: advanced search and comparison, managing and selecting favorites, using quick order for catalog number entry, browsing suppliers, categories, and contracts.



**Step 8:** At the shop at the top search bar, you can search catalogs products that will be displayed in the lower panel and allows the shopper to compare prices and product information. “Shop at the Top” search functionality supports an advanced search function to further refine the search results for items such as Office/Computer, Everything, MRO/Facilities, etc.



**Step 9:** On the left side of the workspace are two areas of special interest. The WISBuy organizational message area is used to communicate important information such as new suppliers, news, and training materials. The message area is customized for each Business Unit (e.g., Departments or Agencies).

**Welcome to WISBuy PRODUCTION SITE**  
**The State of Wisconsin's PCard Marketplace**

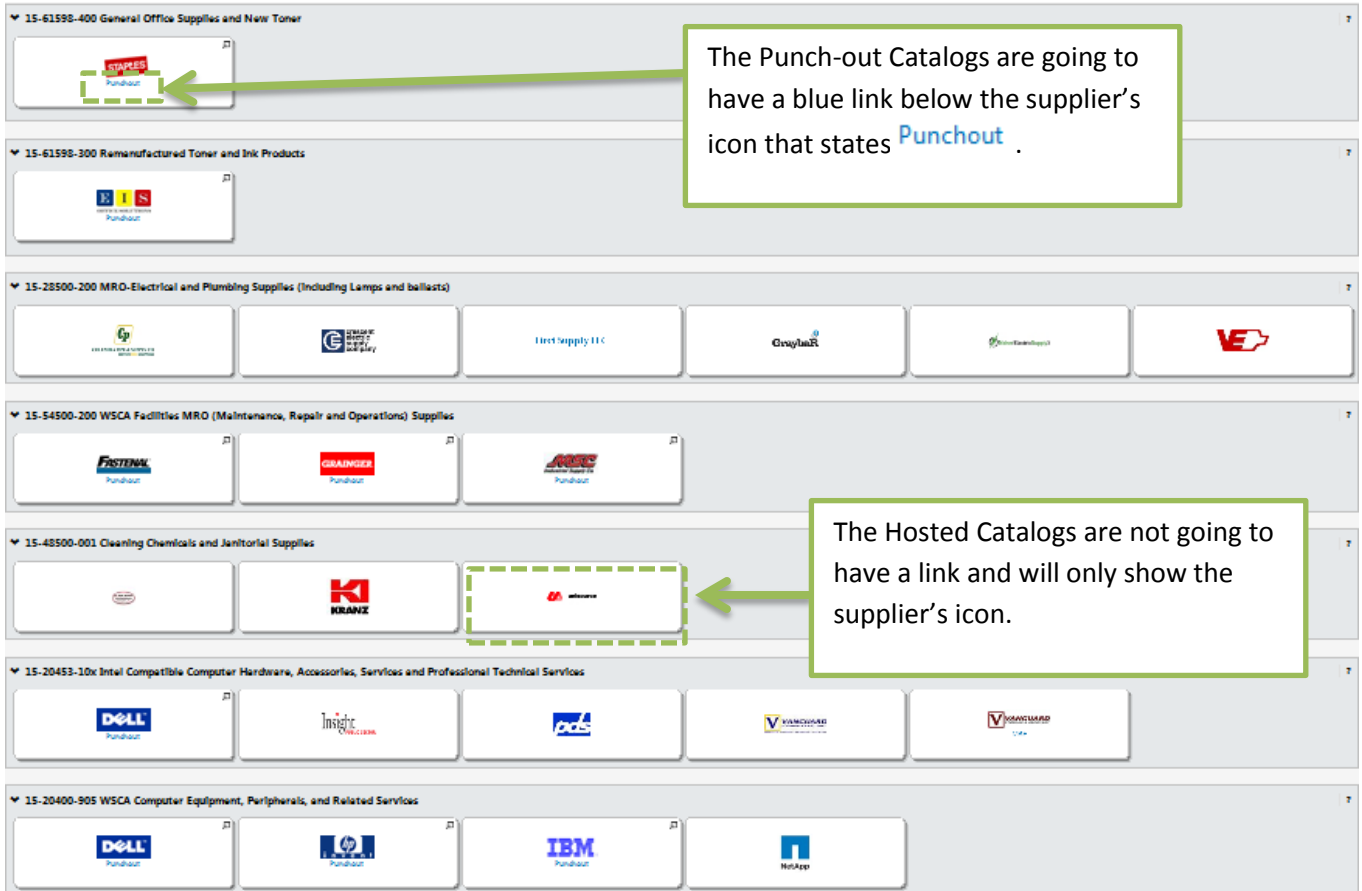
Don't see a supplier or item here? Continue to follow current purchasing instructions available on [VendorNet](#)

Please visit [WISBuy.wi.gov](http://WISBuy.wi.gov) for additional information, including training, updates, and more!

**Step 10:** The My Shopping History area provides quick access to recently checked-out carts and completed orders during the last 90 days.



**Step 11:** The center area is called the vendor showcase and provides links to suppliers available through WISBuy. Some suppliers are considered hosted catalogs, while others are considered punch-out catalogs.



15-61598-400 General Office Supplies and New Toner

15-61598-300 Remanufactured Toner and Ink Products

15-28500-200 MRO-Electrical and Plumbing Supplies (Including Lamps and ballasts)

15-54500-200 WSCA Facilities MRO (Maintenance, Repair and Operations) Supplies

15-48500-001 Cleaning Chemicals and Janitorial Supplies

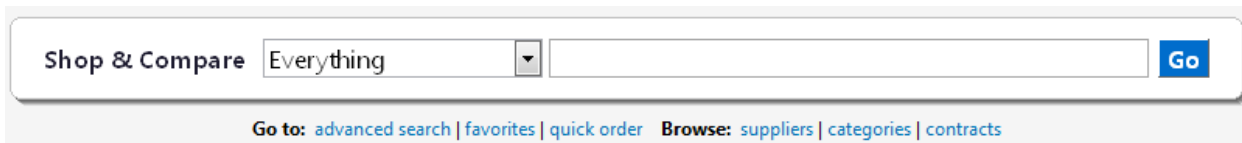
15-20453-10x Intel Compatible Computer Hardware, Accessories, Services and Professional Technical Services

15-20400-905 WSCA Computer Equipment, Peripherals, and Related Services

The Punch-out Catalogs are going to have a blue link below the supplier's icon that states **Punchout**.

The Hosted Catalogs are not going to have a link and will only show the supplier's icon.

**Step 12: Hosted Catalogs** showcase features hosted catalogs that are available to shop and compare directly through the “Shop at the Top” search functionality in WISBuy. Search results are displayed and allow the shopper to view similar items from the supplier and add items to a shopping cart or favorites. *NOTE: The searches only the hosted catalogs first.*

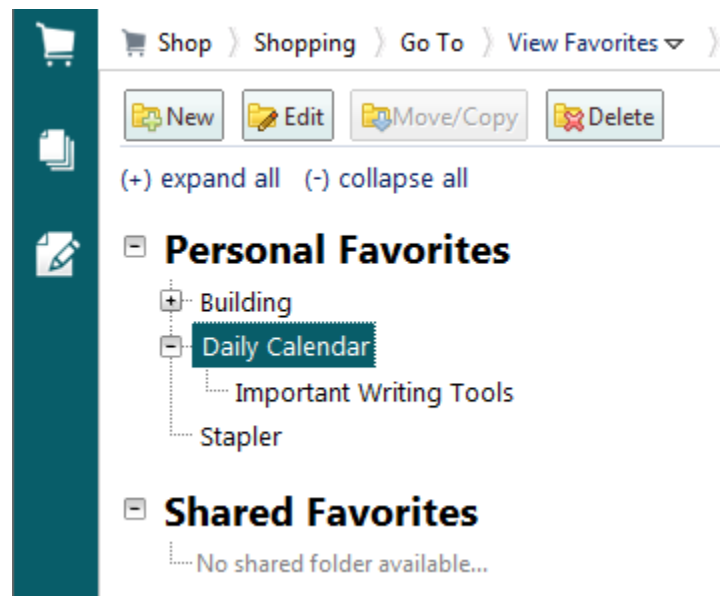
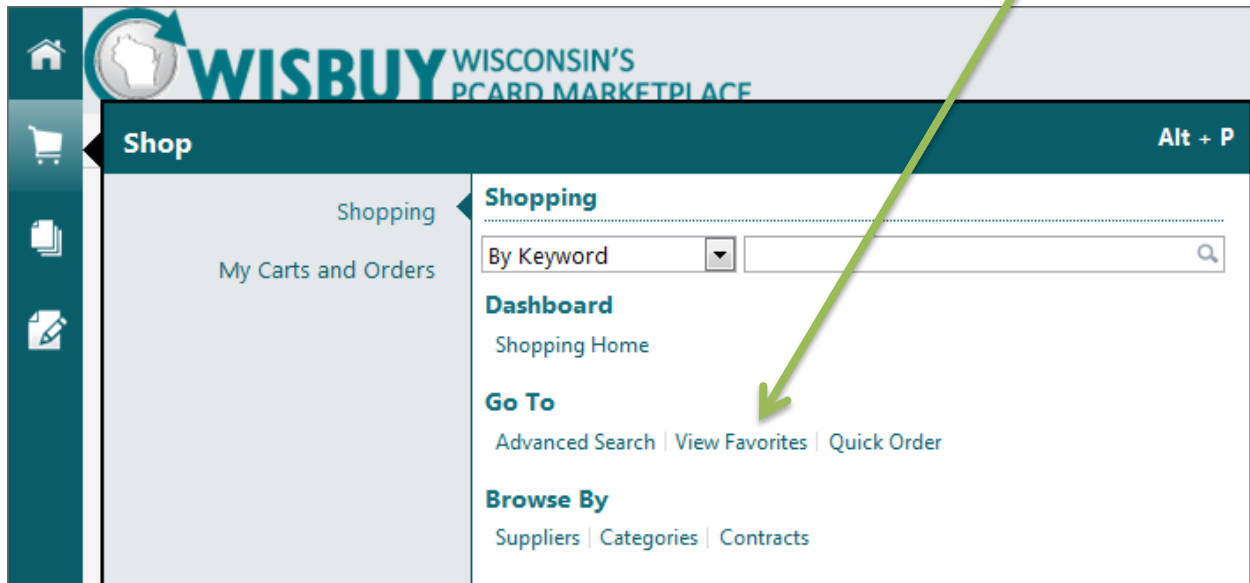


Shop & Compare Everything

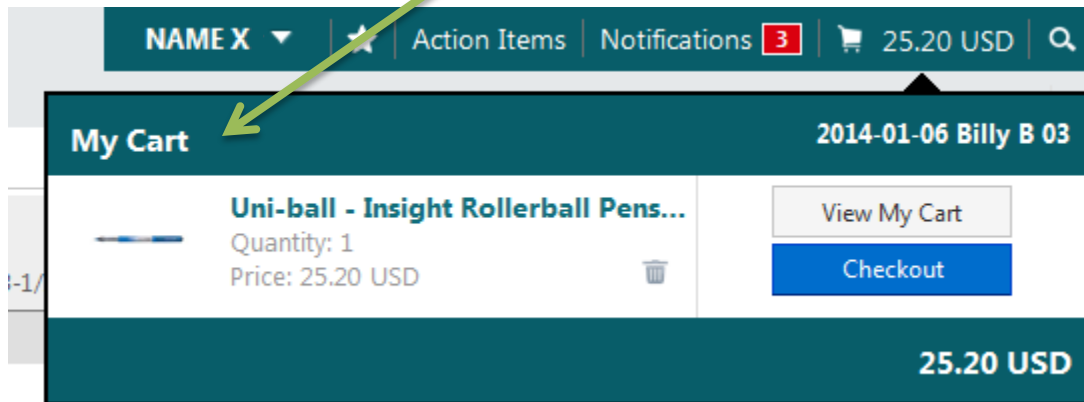
Go to: [advanced search](#) | [favorites](#) | [quick order](#) Browse: [suppliers](#) | [categories](#) | [contracts](#)

**Step 13:** The Shop at **Punchout Catalogs** showcase features punch-out supplier catalogs. Links provided via the showcase icons navigate shoppers to a specially prepared vendor website featuring contracted pricing and items for that vendor. **Items from these suppliers are not available through the “Shop at the Top” search functionality unless the vendor is also listed in the hosted supplier showcase.**

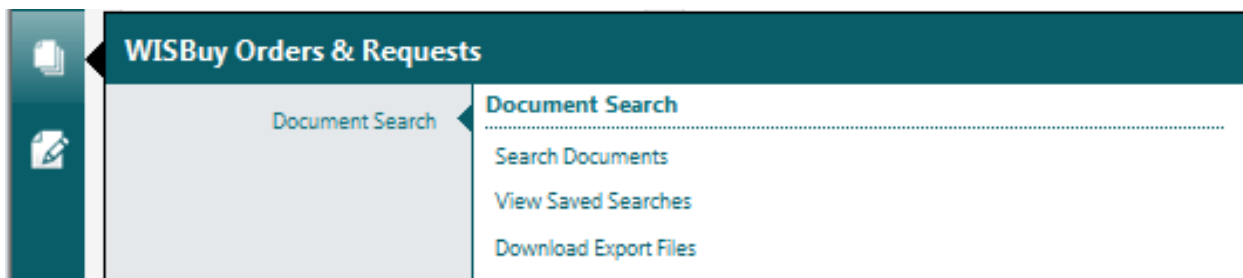
**Step 14:** The Favorites tab is used to create and view shared and personal favorites folders and items. Favorites represent products that are frequently ordered **from hosted supplier catalogs**. **Items from a punchout site cannot be added to favorites;** however, search and favorite functions are usually available directly on the vendor punch-out sites. Once an item is added as a favorite, it can be moved and copied between folders. When accessing the favorites tab, the last set of items used will display.



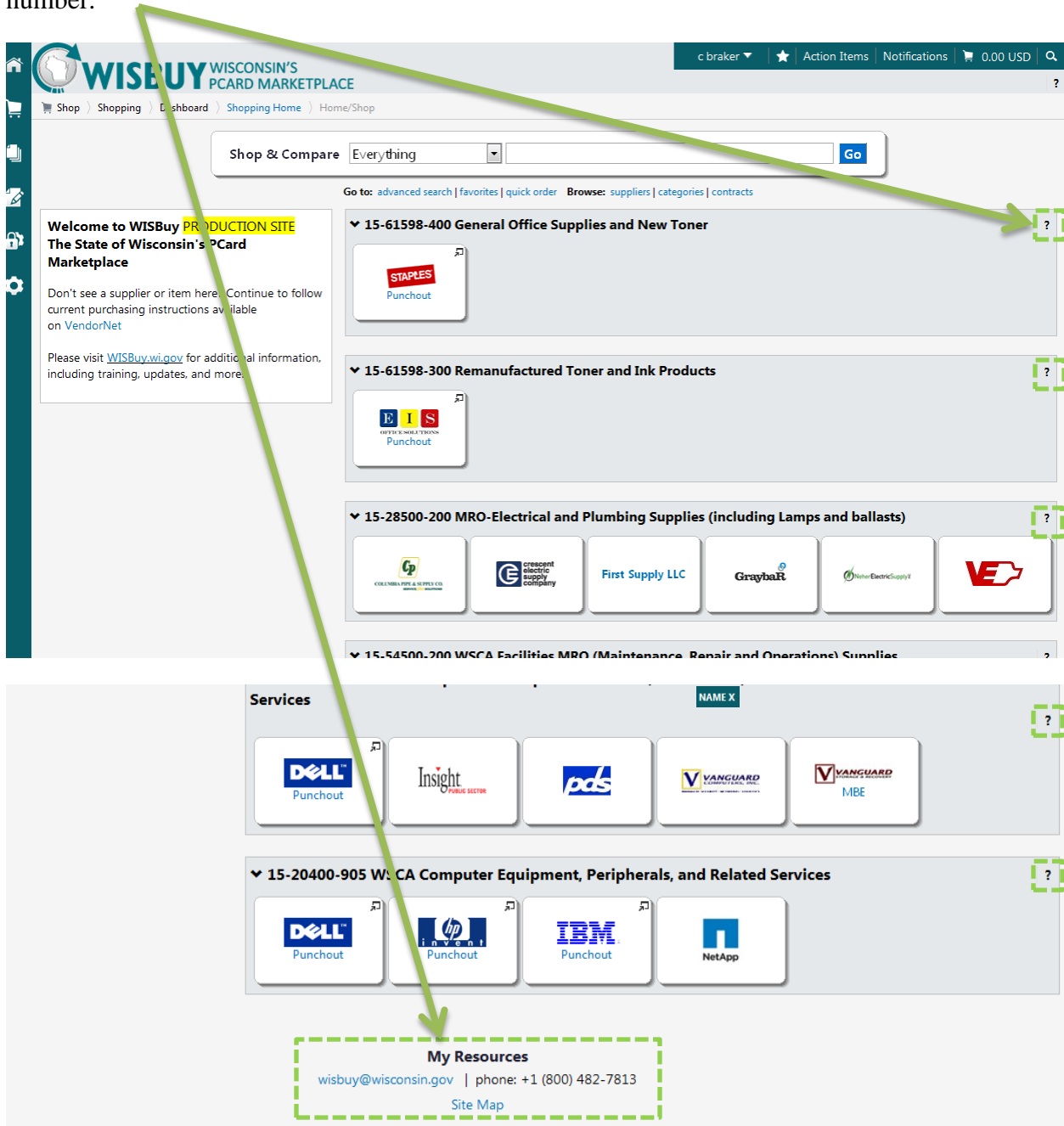
**Step 15:** The carts tab is used to view and modify the current shopping cart, create new carts, and delete existing carts. Remember that a cart is a selection of items prior to submitting it as an order.



**Step 16:** The **WISBuy Orders & Requests** tab is used to access prior ordering information. All orders are available to view and can be searched using terms such as the order number, date, vendor, and more ordering and product information.



**Step 17:** Help is available throughout WISBuy. Question mark icons are located at the tab and sub-tab levels that provide online help for the display area. In addition, many of the text labels throughout the application are hyperlinks to online help for that topic. At the very bottom of the screen is the My Resources area that provides the customer service contact email and phone number.



The screenshot shows the WISBUY Wisconsin's PCard Marketplace interface. A green arrow points from the top right question mark icon to the 'My Resources' section at the bottom. Another green arrow points from the 'My Resources' section back to the top right question mark icon. The 'My Resources' section is highlighted with a green dashed box and contains the following information:

**My Resources**  
[wisbuy@wisconsin.gov](mailto:wisbuy@wisconsin.gov) | phone: +1 (800) 482-7813  
[Site Map](#)

This concludes the lesson on Navigation 101 in WISBuy. For further assistance, please contact [WisBuy@Wisconsin.gov](mailto:WisBuy@Wisconsin.gov) or visit the website.